

**FRANKLIN COUNTY  
DEPT of JOB and FAMILY SERVICES  
1721 Northland Park Ave.  
Columbus, Ohio 43229**

**J O B   A N N O U N C E M E N T**

**POSITION TITLE:** Business Service Officer PCN: 100437  
(Non-Bargaining)

**DEPARTMENT/Location:** Finance/Northland P. R.: N11

**REPORTS TO:** Fiscal Officer 1

**RESPONSIBILITIES:** Under the direction and supervision of the Fiscal Officer 1, coordinates and monitors actual codes recorded by Case Managers. Develop process to train supervisory and case manager staff on available funding. Travel necessary to sites of activity. Entry and maintenance into state reporting system (Quic); development and maintenance of spreadsheets to monitor and analyze Random Moments Sample (RMS) data.

Review staff roster according to Social Service and Customer Support Specialist positions prior to state submission. Make recommendations as to categorization of programs. Maintain knowledge of current funding and applicable state and federal regulations; analysis of state coding report.

**MINIMUM QUALIFICATIONS:** Associate's degree in accounting, business administration or related field with three years of accounting or related experience; or any equivalent combination of training and experience.

**Preferred Qualifications:** Bachelor's degree in Business and two (2) years of professional experience in research, data or financial analysis. 1 year experience presenting recommendations or consultation to management, 1 year experience creating and delivering training materials. Advanced degree may substitute experience.

**STARTING SALARY:** \$18.14 per hour. 180 day probationary period.  
Plus a Comprehensive Benefits Package

**DATE POSTED:** Friday, August 3, 2012

**DEADLINE TO APPLY:** Until Filled

If interested, please go to [www.franklincountyohio.gov/Commissioners/hr](http://www.franklincountyohio.gov/Commissioners/hr) and apply on-line.

-EOE-